

## **COMPLAINANT'S RIGHTS AND RESPONSIBILITIES**

The FSIS informal complaint process covers individual and class complaints of discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, marital status, and reprisal for previous EEO activity. Age is a factor only when the complainant is at least 40 years of age.

Complainant's have the following rights and responsibilities:

- Written notice within 30 calendar days from initial contact to the EEO counselor terminating the counseling if the concerns have not been resolved. Extensions are permitted with mutual consent.
- Anonymity in the counseling stage unless waived
- Representation throughout the complaint process
- Filing a formal complaint within specified timeframes at conclusion of counseling
- Hearing before an Administrative Judge of EEOC
- Filing a complaint in the Federal District Court
- Keeping the agency informed of current mailing addresses and representation